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ADMINISTRATIVE REGULATIONS
OF THE
U. S. DEPARTMENT OF AGRICULTURE
UNITED STATES GOVERNMENT
EFFECTIVE JULY 1, 1914



ADMINISTRATIVE REGULATIONS

OF THE

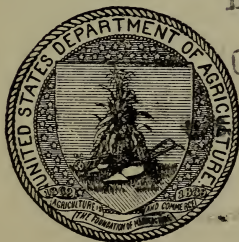
U. S. Department of Agriculture

EFFECTIVE JULY 1, 1914

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UNITED STATES DEPARTMENT OF AGRICULTURE,
Washington, D. C., July 1, 1914.

The SECRETARY OF AGRICULTURE.

SIR: Your Advisory Committee on Finance and Business Methods respectfully submits herewith a draft of proposed Administrative Regulations for the United States Department of Agriculture. For many years various general and special orders and memoranda in the nature of general orders have been issued from the Office of the Secretary. Many of these orders or memoranda are either obsolete or require modification to conform to changes in organization or statutory law which have taken place since they were issued. The files of such orders and memoranda are more or less incomplete in many bureaus and offices, and it is extremely difficult for newly appointed officers and employees to ascertain the present status of the regulations. It has therefore seemed advisable for this committee to codify all existing orders and memoranda as a set of Administrative Regulations which can be printed in convenient form for the information and guidance of all employees of the department.

In the preparation of these regulations the committee has carefully considered all orders and memoranda previously issued and has consulted freely with officials of the various bureaus, divisions, and offices of the department where the subject matter was believed to be of particular interest to them. So far as practicable the wording of the original orders and memoranda has been retained, but the committee has not hesitated to change phraseology, to combine paragraphs in order to secure greater clearness or a better arrangement, and to introduce new paragraphs which appear desirable or necessary.

The committee recommends that the Administrative Regulations which are submitted herewith be adopted and published to supersede all administrative orders, rules, regulations, and memoranda issued prior to July 1, 1914, in conflict therewith.

The Administrative Regulations will be followed at an early date with a revised set of Fiscal Regulations, and later with regulations governing property accountability.

Very respectfully,

LEON M. ESTABROOK, *Chairman.*

MILTON WHITNEY,

R. M. REESE,

A. ZAPPONE,

ALEX. McC. ASHLEY,

W. L. SHUCK,

Advisory Committee on Finance

and Business Methods.

Approved:

D. F. HOUSTON,

Secretary.

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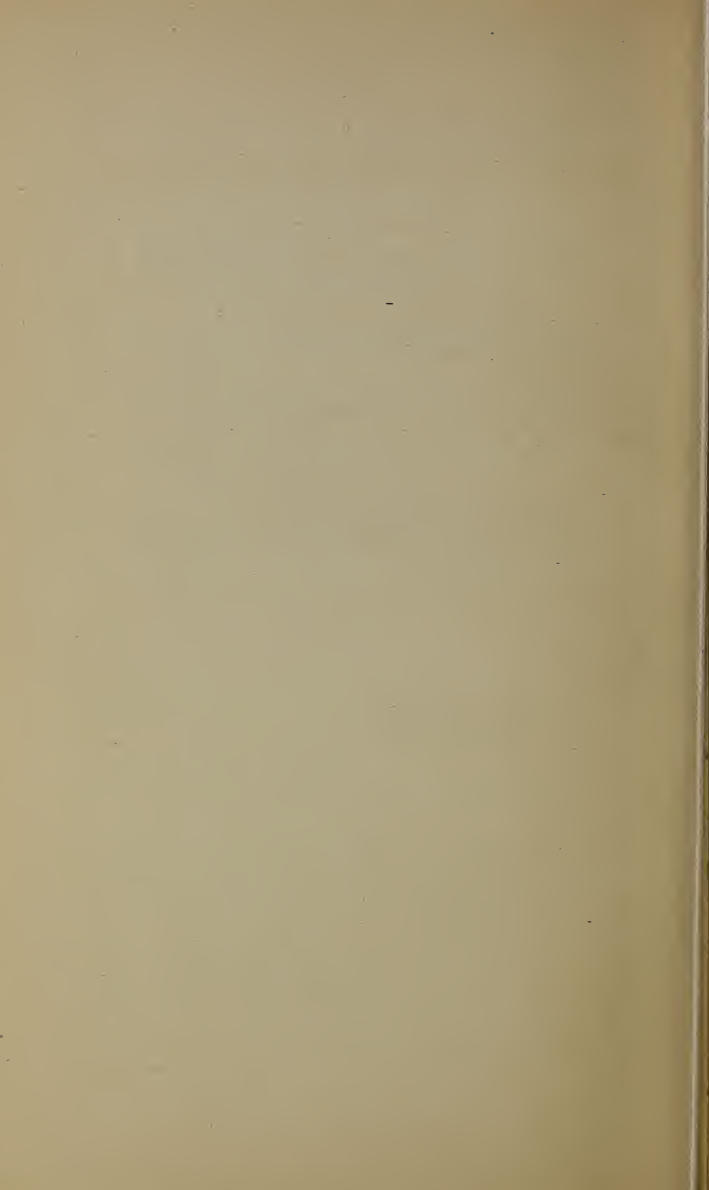
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ADMINISTRATIVE REGULATIONS.

PERSONNEL.

APPOINTMENTS, EFFICIENCY RATINGS, PROMOTIONS, DEMOTIONS, ETC.

1. Appointments.—To every person entering the public service in the Department of Agriculture a written notification of appointment will be issued. The only exception will be in connection with the employment of temporary assistants and laborers outside of the city of Washington, whose appointments may be provided for in letters of authorization issued to officials in charge of field work. All appointments will be subject to civil-service rules.

2. Oath of Office.—Every person receiving an original or other appointment on a statutory roll, or an original appointment on a lump-fund roll, must take an oath of office. No oath will be required in connection with promotions, demotions, or transfers from one lump-fund roll to another in the same bureau, or independent office, or when persons are transferred from the statutory to the lump-fund roll, or in connection with reassignments or other changes of status of employees on lump-fund rolls in the same bureau, provided continuous service is rendered by such employees. Every appointee to a statutory position must take the oath of office before receiving compensation under the new appointment. Oaths of office may be taken before any officer having an official seal, with authority to administer oaths either under United States statutes or local municipal law, and must be properly certified under the hand and seal of such officer. Oaths of office may also be taken before the Chief Clerk of the department or the chief clerk of any bureau or

statutory division thereof, provided the chief clerk be one who occupies a statutory position.

Forest guards receiving an original appointment on a lump-fund roll will be required to sign the oath of office on the regular form of oath prescribed for employees of the department, but the signature may be certified under the hand of a forest ranger or other commissioned employee of the department when the services of an officer authorized to administer oaths are not available. In every such case, however, a statement of the facts must be made on the form by the certifying employee. The oath of office or other declaration by forest guards, and the personal statement sheet, must be forwarded to the appointment clerk of the department as soon as possible, although it will not be necessary to forward such documents with the recommendation for appointment.

3. Recommendations for Statutory Appointments.—Every recommendation for an appointment by transfer or promotion to fill a vacancy existing on the statutory roll of any bureau, division, or office of the department must include a statement showing how the vacancy was caused, the name and the relative standing in efficiency of the person recommended for promotion, the present salary, the period of time since receipt of last promotion, and the total length of service in the department. If a vacancy is filled by original appointment upon certification from the Civil Service Commission at any salary other than the lowest grade, a statement should be submitted to the effect that no one in the bureau, office, or division is qualified for transfer or promotion to the position.

4. Date Appointment Effective.—Every recommendation for the appointment, promotion, reduction, or other changes affecting the salary of an officer or an employee of this department, must specify a definite date upon which the action shall take effect.

5. Appropriation Chargeable.—All appointments, except those to statutory positions, shall be so drawn that

salaries thereunder may be payable from any lump-fund appropriation of the bureau, division, or office to which the salary is properly chargeable. All per diem appointments will be made for "days actually employed."

6. Rates of Compensation.—The following rules should be observed whenever the necessity arises for recommending appointments under lump-fund appropriations for service either in or out of the city of Washington, and in payment of salaries from such appropriations:

(a) No person shall be appointed at a per annum rate of salary in excess of \$4,500.

(b) No person shall be appointed at a monthly rate of salary which, if continued 12 months, would in that period aggregate more than \$4,500. In no case shall the monthly rate exceed \$375.

(c) No person shall be appointed at a per diem rate of salary which, if continued through a year, would in that period aggregate more than \$4,500. As it is essential to have per diem rates expressed in round numbers, the maximum per diem rates shall in no case exceed \$12.50.

(d) No person shall be appointed at an annual or monthly salary, with an additional per diem compensation for subsistence, team hire, or other expenses, which in the aggregate, if continued throughout the year, would thereby exceed \$4,500.

(e) No person shall be appointed at a per hour salary except in extraordinary cases.

7. Titles of Scientific Employees.—In making recommendations for appointments or other changes in the force of the scientific and technical employees of the department paid from lump-fund appropriations, the chief of each bureau, division, and office should, so far as practicable, limit the number and variety of titles, and the annual salary involved in such changes should be a sum which, when divided by 12, will give a convenient quotient of even dollars.

8. Appointment of Agents.—All recommendations for the appointment of agents excepted from examination

by the Civil Service Commission must be accompanied by a statement, prepared on forms furnished by the appointment clerk, specifying under what class of Subdivision IX of Schedule A of the Civil Service Rules the appointment is recommended, together with the name, compensation, designation, qualifications for appointment, and duties of the position to which it is proposed to assign the appointee; and that portion of the statement concerning the qualifications of the appointee and the duties of the position should be in such detail as will enable the Civil Service Commission to determine whether the appointment is made under the proper class. Under no circumstances will an appointment be made until the above-described information is filed with the Appointment Clerk. Appointments in the class requiring the prior consent of the Civil Service Commission shall not be made until such consent has first been obtained by the Appointment Clerk.

9. Temporary Appointments.—The chiefs of bureaus, divisions, and offices will see that the number of temporary appointment of clerks, stenographers, and typewriters is reduced to the minimum. The need of temporary help from time to time is, of course, recognized, but where such temporary help is employed continuously throughout the year, the necessity of permanent help would appear to exist, and the employment of temporary assistants under the conditions is an evasion of the civil-service law of apportionment.

10. Temporary Laborers.—The Civil Service Commission maintains a list of unskilled laborers available for immediate employment for 30-day periods. Certifications from this list may be secured from the appointment clerk in the usual manner. In urgent cases where the immediate appointment of a laborer is required the names of the eligibles will be secured before the receipt of a certificate, and prior approval of appointment without reference to the register will also be promptly obtained when services are required for a very limited period.

11. Stenographers and Typewriters.—In order to obviate the difficulty which has heretofore been experienced by the Civil Service Commission in securing a sufficient number of competent male eligibles qualified as stenographers and typewriters for meeting the demands made upon the commission by the various branches of the service for this class of employees, request should not be made on the Civil Service Commission for the certification of a stenographer and typewriter unless the duties of the position which it is desired to fill consist primarily of stenography and typewriting.

12. Applications to Civil Service Commission.—Requests to the Civil Service Commission for certificates for original appointment, transfers, promotions, reinstatements, and other changes affecting the personnel, and correspondence relating thereto, except such matters as may be referred to the committee on civil-service relations, shall be prepared in the office of the Appointment Clerk, upon recommendations addressed to and transmitted through the Secretary of Agriculture by the chiefs of the various bureaus, offices, and divisions of the department.

13. Inspection of Examination Papers.—No inspection of examination papers of eligibles certified by the Civil Service Commission is permitted except for the purpose of selecting an appointee, and chiefs of bureaus and other officers or employees having occasion to inspect such papers under these circumstances must treat the same as confidential and are prohibited from making copies of any of the questions contained therein.

14. Vacancies in Clerical Positions.—As a rule, vacancies in clerical positions will be filled by the promotion of clerks of lower grade, and will be filled by original appointment or transfer only when special qualifications not to be found in clerks eligible to promotion or original appointment are required. In no case will the question of a transfer be taken up by one bureau, division, or office with an employee of another bureau, division, or office, or

with anyone making requests on behalf of such employees, until the assent of the chief of the other bureau, division, or office concerned has first been obtained. No transfer will be made unless the recommendation therefor contains a statement of reasons which clearly show its necessity from the standpoint of good administration.

15. Transfer of Employees from Statutory to Lump Funds.—The transfer of employees from the statutory to the lump-fund roll at an increase in salary will not be approved unless there are strong and convincing reasons therefor, and the transfer involves a material increase in duties and responsibilities, nor will transfers be made at the same salary for the purpose of creating vacancies on statutory rolls whereby promotions may be made; or at the same salary with the intention of later promoting such employees on the lump-fund rolls.

16. Transfer of Employees from One Department to Another.—An employee is not eligible under the law for transfer from one department to another until he shall have served for a period of three years in the department from which he desires to be transferred, and such transfer can then be justified only when the conditions of good administration will be more fully met by transfer than by original appointment. Recommendations for interdepartmental transfers should clearly set forth all the facts which render such transfers desirable and necessary.

17. Transfer of Employees from Nonapportioned to Apportioned Service.—Recommendations for the transfer of employees from the nonapportioned service to the apportioned service in the city of Washington must be accompanied by a statement setting forth the reasons therefor. Attention is invited to the rules of the Civil Service Commission regarding transfers of this character.

18. Preparation of Efficiency Reports.—The chief of each bureau, division, or office will require the preparation of efficiency reports semiannually, on the 1st day of June and December of each year, on forms provided for the purpose, concerning all clerks, and employees below

the grade of clerk, serving in such bureau, division, or office. These reports will be made by persons having immediate supervision of each employee and shall be fair, conservative, and impartial in every particular, representing the unbiased judgment of the supervising officer making them; and the chief of bureau, division, or office shall see that the ratings are made after due consideration of all the factors applicable to each individual case.

19. Efficiency Ratings.—The basis of marking will be "Excellent," "Good," "Fair," and "Poor"; excellent being equivalent to a percentage of 96 to 100, inclusive; good, 85 to 95; fair, 70 to 84; and poor, below 70.

20. Committee on Efficiency.—There shall be a committee on efficiency in each bureau, division, and office, appointed by the Secretary or Acting Secretary, consisting of not more than three members, to consider the semi-annual efficiency reports, and other pertinent facts, and determine the relative standing of employees.

21. Efficiency Register. —A tabulation of the information contained in the semiannual efficiency reports will be prepared in each bureau by the bureau committee, and submitted to the chief of bureau for approval. These registers shall be retained in the bureaus and copies filed in the office of the Secretary.

22. Ratings That Must Be Attained.—"Good" shall be the minimum rating of efficiency which must be attained by an employee in order to be promoted; "Fair" shall be the rating below which no employee may fall without being demoted, unless there is improvement in six months after being notified by the secretary of the committee on efficiency in form of suggestions as to possible means of improving his efficiency. Employees receiving ratings of "Poor," and receiving the lowest salary of their respective class, and showing no improvement within six months after notification should be recommended for dismissal for inefficiency.

23. Efficiency Register Must Govern Promotions.—The efficiency ratings on the registers shall remain in force

for six months and shall govern all promotions and demotions during said period. The employee who stands at the head of his grade shall be recommended for promotion to any vacancy occurring in the next higher grade, unless he shall have forfeited his right to preference by some breach of discipline or neglect of duty. In the event of a recommendation for promotion of an employee who does not stand at the head of his grade a statement must be given, setting forth in detail convincing reasons for deviating from the efficiency register.

24. Efficiency Ratings of Members of District Militia.—The efficiency rating of such employees of the Department of Agriculture as are members of the organized militia of the District of Columbia will not be adversely affected by the absence of such employees upon duty or field service with their respective organizations for instruction.

25. Promotion of Employees.—Recommendation for the promotion of an employee in the classified service will be considered by the chief of bureau only when made by the officer or officers under whose supervision or control such employee is serving.

26. Promotion of Scientific Employees.—A committee shall be established in each scientific bureau, division, and office for the purpose of considering, at the beginning of each fiscal and calendar year, and at other intervals when necessary, all recommendations for the promotion of scientific employees made by heads of subordinate offices, and to look into the status of all other scientific employees with a view of recommending the promotion of those deserving.

Each bureau will promulgate necessary regulations and maintain such records as will enable the committee to have before it data to enable it to act intelligently.

All recommendations to the Secretary for the promotion of such employees should be included in one letter, devoting a paragraph to each employee which should

contain the following points in some detail: Present and proposed salary of employee; nature of duties; training and experience; length of service in department and date of last promotion; list of important bulletins and other publications prepared by employee, if any.

The present and proposed salary should also be shown as a side heading opposite each recommendation, and the letter should conclude with a tabulated summary giving the information called for by the following headings: Name, present salary, length of time since last promotion, salary recommended, amount of increase, name of appropriation. ✓

27. Documentary Charges Against Employees.—

All documentary charges preferred against any person employed in the Department of Agriculture and all documentary testimony and evidence submitted in relation thereto, or complete certified copies thereof, will be deposited and filed in the office of the Secretary.

28. Complaints Received Relative to Indebtedness of Employees.—The Department of Agriculture will take no cognizance of a debt complaint against an employee, so far as the complainant is concerned, beyond acknowledging the receipt of his communication. Persons claiming to be creditors or collectors of debts or claims will be denied access to employees for the purpose of presenting or collecting claims during the hours set apart for the transaction of public business or while the employees concerned are on duty. But, although the Department will not permit itself to be used as a collection agency, it will not consider as a fit employee anyone who contracts a just debt and then, without sufficient excuse, neglects to make payment. Therefore, upon receipt of a complaint of nonpayment of debt, it will be referred to the proper chief or bureau or office, who will obtain a report in writing from the employee concerned, which, together with a summary of the conclusions reached by the chief of bureau in the matter, will be made a part of the official record

in his case, and considered by the bureau committee on efficiency and promotions in making up the efficiency register. The chief of bureau may prefer charges against an employee who contracts a just debt, and then, without sufficient or reasonable excuse, neglects or avoids payment thereof.

29. Removal and Reduction of Employees.—No person in the competitive classified civil service in the Department of Agriculture shall be reduced in rank or compensation or be removed from said service except for such cause as will promote the efficiency of said service and for reasons given in writing, and the person whose removal is sought shall have notice of the same, and charges preferred against him, and be furnished with a copy thereof, and be allowed a reasonable time for personally answering the same in writing, and submitting affidavits in support of his answer; and copies of charges, notices of hearing, answer, reasons for removal, and of the order of removal, shall be made a part of the records of the proper department or office, as shall also the reasons for reduction in rank or compensation; and, upon request, copies of the same shall be furnished to the person affected and to the Civil Service Commission.

30. Retention on the Rolls of Employees who Leave the Service to Take Other Work.—Officials and employees who leave the service to engage in private or commercial work should in no case be retained on the rolls of the department in order to preserve their civil-service status. Employees who leave the department to engage in or carry on such work as that connected with agricultural colleges, experiment stations, or similar public agencies may be retained on the rolls at a nominal annual salary or on a per diem basis when it is deemed desirable that they should, in some way, continue their connection with the department in order to establish or maintain cooperative relations. Each case must receive the approval of the Secretary or Acting Secretary, upon the

recommendation of the chief of the bureau, office, or division involved.

31. Reinstatement.—Reinstatement in the Department of Agriculture will be refused in any case where the party seeking reinstatement resigned with the view to running for office or indulging in a degree of political activity which would be prohibited had he remained in the service and who afterwards, having failed in his candidacy, or having indulged in the contemplated political activity, seeks reinstatement.

32. Employment of Publicity Experts.—The department is prohibited by law from paying the compensation of publicity experts from any of its appropriations, and the chiefs of bureaus, divisions, and offices will see that no publicity expert is employed. For the information and guidance of the bureaus, divisions, and offices of the department the following definitions of "publicity expert" are given:

(a) One skilled or experienced in securing publicity for and in creating public opinion in favor of an individual, business, or movement.

(b) One skilled or experienced in securing publication of matter in the press designed to create public opinion in favor of or direct attention to an individual business or movement.

(c) One who strives to secure the publication in the news columns or reading pages of newspapers and magazines of matter properly belonging in the paid advertising columns.

(d) An advertising expert.

(e) One skilled in obtaining notoriety for persons, business, or movements for pay.

(f) A press agent, such as is employed by theatrical companies.

33. Reports of Employment of Temporary Labor.—Officials will make a monthly report of the employment of temporary assistants and labor outside of

the District of Columbia, which report must include a statement of the specific kind of labor or duties performed in every case by those so employed.

34. Work for Private Individuals, Firms, etc.—No officer or employee engaged continuously on work of the department shall perform or be engaged upon any work for private individuals, firms, companies, corporations, or institutions without the written consent of the Secretary, first had and obtained through the chief of the bureau, office, or division in which said officer or employee serves.

35. State and Territorial Positions.—With the approval of the Secretary of Agriculture, officers and employees of the department may be authorized to hold State and Territorial positions, and State and Territorial officials, unless prohibited by law, may receive appointments under the Department of Agriculture, when in either case the Secretary deems such employment necessary to secure a more efficient administration of the duties of the department.

36. Service on Commissions, Councils, Boards, etc.—Officials and employees of the department are prohibited from performing service in connection with the work of any commission, council, board, or other similar body without specific authority of law.

LEAVE OF ABSENCE.

GENERAL REGULATIONS.

37. Applications for Leave.—Applications for leave of absence shall be made upon printed forms applicable to all bureaus of the department.

38. Form of Application.—The form of application for leave of absence shall specify the beginning and ending (both dates inclusive) of the period for which such leave is desired. It must contain memoranda of all previous absences of the applicant during the calendar year then current, which memoranda shall be prepared and

signed or initialed by the time clerk of the bureau. The application must bear the signature of the applicant, the recommendation of the chief of division or office in which the applicant is serving, and the approval of the chief of bureau.

When the application for leave is on account of sickness for a period of 2 days or less, and is not accompanied by a certificate of attending physician, the certificate on the back of the form must be made by applicant, and sworn to before a notary public; if the application for leave is on account of sickness for a period exceeding 2 days, the certificate of the attending physician on the back of the form must be secured and certificate of notary is not required.

The form shall provide for approval by the Chief Clerk of the department for sick leave exceeding 15 days, previously granted, or leave without pay.

39. Form of Application for Annual Leave for Less than a Day.—Absence for a period less than a day may be granted upon an application form bearing the signature of the applicant, recommendation of the official in charge, and the approval of the chief or chief clerk of the bureau.

40. Records to be Kept in Bureaus; Time Clerks.—Uniform records of leaves of absence shall be kept in the chief clerk's office of each bureau of the department; and a time clerk shall be designated to keep such records in each bureau. The record shall be in the form of printed cards showing the name of the employee, the bureau in which he serves, and the date of reporting for duty. They are designed to show at a glance the total amount of leaves of absence granted by days, months, and totals.

Leave shall be granted to employees of the Office of the Secretary upon approval of the Chief Clerk of the department, who shall keep in his office records of all such leave.

41. Inspection of Records by Chief Clerk of Department.—All records of leaves of absence shall be kept up to date, and shall be accessible at all times for inspec-

tion by the Chief Clerk of the department; there may also be required periodical reports to the Chief Clerk of the department.

42. Interpretation of Regulations.—Questions of interpretation of regulations governing leaves of absence, and questions not covered by these regulations, except questions of law, shall be submitted to the Chief Clerk of the department for decision.

43. Leave of Absence not a Right but a Favor.—Leave of absence may be granted to employees of the Department of Agriculture in accordance with these regulations when such leave can be taken without detriment to the service. Leave of absence is a privilege and not a legal right.

44. Leave Revocable.—Leave of absence may be revoked at any time and the employee ordered to return to duty before its expiration, should the exigencies of the service require it.

45. Allowance of Leave Confined to Current Year.—Leaves of absence are not cumulative. Employees who are unable to avail themselves of leave within the calendar year will not be entitled to it, or any portion thereof, in a subsequent year; nor will leave be granted to be used in one year and charged to a subsequent year.

46. Only Accrued Leave Allowed on Resignation, etc.—On separation from the department by resignation, dismissal, or transfer, employees may be allowed only accrued leave at the rate of $2\frac{1}{2}$ days for each month of service since the first of the calendar year for employees in Washington, and $1\frac{1}{4}$ days for employees outside of Washington, except in such field offices as enjoy equal privileges under the law with employees in Washington (see regulation No. 61), but more than this (within the legal limit) may be granted in exceptionally meritorious cases when the separation occurs after the 1st of July and the person concerned has been in the executive civil service for three years or more. A statement of the rea-

sons for allowing more than accrued leave will be made a matter of record.

47. Sundays and Legal Holidays.—Sundays and legal holidays and holidays, whether for the whole or part of a day, at the beginning or end of any kind of leave, or within a period of annual leave, will not be counted as leave; but those which occur within a period of sick leave or leave without pay will be counted.

48. Saturday Afternoons in Summer.—Saturdays occurring between June 15 and September 15 of each year will be charged as 4 hours in annual leave and as a whole day in sick and without-pay leave.

49. Office Hours.—The hours of labor, unless otherwise specially ordered, shall begin at 9 o'clock a. m. and close at 4.30 p. m., with one-half hour between 12 m. and 1 p. m. for luncheon, the particular half hour within that period in the different bureaus to be designated by the chiefs of the respective bureaus. All employees shall be required to strictly observe the office hours.

In the interests of the service, so that all employees in important offices shall not be absent at the same time, chief clerks may vary the time for luncheon of certain employees.

LEAVE AT HEADQUARTERS IN WASHINGTON.

50. Authority to Grant Leave.—The head of each bureau is authorized to grant annual leave with pay not exceeding 30 days in each calendar year and extension of leave on account of sickness not exceeding 15 days, sick leave in excess of such 15 days to be granted in meritorious cases only by the Secretary, on recommendation of the chief of bureau.

51. New Employees.—Regular employees who have been in the service of the department for less than a year, including those reinstated, may be granted annual and sick leave of absence at the rate of $2\frac{1}{2}$ days per month of service for employees in Washington: *Provided, however,*

That persons transferred from other departments, or from one bureau or office to another within this department, may be allowed transfer of accrued leave upon statement received from the department or bureau from which the transfer is made showing the amount of leave due at the time of transfer.

52. Temporary Employees.—Temporary employees, after service of 2 months, may be granted leave of absence at the rate of $2\frac{1}{2}$ days a month, computed from the beginning of the third month.

53. Per Diem Employees.—Per diem employees shall not be granted leave with pay if their appointments state salary "for days actually employed," or if their employment is temporary. If per diem rate is simply a measure of salary and they are regularly and continuously employed without limitation, they are entitled to leave the same as those with annual or monthly rates of salary.

54. Per Diem Employees Excused on Holidays.—Employees on a per diem basis may be excused from work on any legal holiday and receive compensation therefor, provided their period of employment extends through such holiday and service is actually performed immediately before and after the holiday in question.

LEAVE OF EMPLOYEES IN THE FIELD.

55. In General.—Employees outside of the city of Washington may, in the discretion of the Secretary of Agriculture, be granted leave of absence not to exceed 15 days in any one year, which leave may in exceptional and meritorious cases, where such an employee is ill, be extended, in the discretion of the Secretary of Agriculture, not to exceed 15 days additional in any one year.

56. New Employees.—Regular employees who have been in the service of the department for less than a year, including those reinstated, may be granted annual and sick leave of absence at the rate of $1\frac{1}{4}$ days per month of service for employees outside of Washington: *Provided,*

however, That persons transferred from other departments, or from one bureau or office to another within this department, may be allowed transfer of accrued leave upon statement received from the department or bureau from which the transfer is made showing the amount of leave due at the time of transfer.

57. Per Diem Employees Excused on Holidays.—

Employees on a per diem basis may be excused from work on any legal holiday and receive compensation therefor, provided their period of employment extends through such holiday and service is actually performed immediately before and after the holiday in question.

58. Applications of Field Employees.—An employee whose official station is other than Washington, D. C., who may wish to absent himself from duty for more than 5 days will be required to file with his immediate supervisor an application on form provided by the department stating the period for which leave of absence is desired. Any superintendent, observer, inspector, chief of a field party, or other supervisory official receiving such an application will promptly forward the same, with his recommendation, to the chief of his bureau at Washington, who will at once approve or disapprove the application. Persons not assigned to any station or party will address their applications directly to the chief of their respective bureaus.

59. Leave for Five Days or Less.—Observers, inspectors, superintendents in charge of stations, chiefs of field parties, or other supervising officials may grant to employees of their respective offices or forces permission to be absent for periods not exceeding 5 days, but in every such case the absence must be promptly reported to the chief of the bureau at Washington, who will cause the same to be entered upon and filed with the employee's record.

60. Field Employees Serving Part of Time in Washington.—Regular employees of the department outside of Washington, who are transferred to the service in Washington, may be granted leaves of absence at the rate of $1\frac{1}{2}$

days per month until date of transfer, and $2\frac{1}{2}$ days per month in Washington. Field employees serving temporarily in Washington will not be granted leave in excess of 15 days annual and 15 days sick in any one year.

61. Employees in Alaska, Hawaii, Porto Rico, and Guam.—Employees of the Department of Agriculture assigned to permanent duty in Alaska, Hawaii, Porto Rico, and Guam may, in the discretion of the Secretary of Agriculture, without additional expense to the Government, be granted leave of absence not to exceed 30 days in any one year, which leave may, in exceptional and meritorious cases, where an employee is ill, be extended, in the discretion of the Secretary of Agriculture, not to exceed 30 days additional in any one year.

ANNUAL LEAVE.

62. Distribution of Leave.—In no case shall administrative officers recommend or approve the granting of annual leave when to allow it will cause embarrassment to the service; and annual leave should be distributed or allotted to employees, if necessary, in the months when the work of the office will be least affected.

63. Application in Advance.—Application must be made in advance of the date of the beginning of the leave on the blank form provided therefor by the department, and no applicant for annual leave will be permitted to be absent from duty until notification has been received of the granting of the same.

64. Consecutive Days Only.—Application should be made for only the number of consecutive days desired.

65. Luncheon Half Hour Deducted in Fractional Absence.—The luncheon half hour is deducted from annual leave for part of a day when it occurs during the absence, as from 11 a. m. to 3 p. m., which should be charged as $3\frac{1}{2}$ hours and not as 4 hours.

66. Deduction from Annual Leave for Absence Without Pay.—Proportionate deduction from annual

leave shall be made at the rate of 1 day for each 12 days, and multiples thereof, of furlough or leave without pay.

67. No Leave Granted for Less than 15 Minutes.—Absence less than 15 minutes will be charged as 15 minutes; and absence in excess of 15 minutes will be charged in multiples of 15 minutes.

68. Time of Departure and Return of Employees to be Noted.—Any administrative officer who shall receive notification from the chief clerk of bureau that leave of absence has been granted to any employee under his supervision will note the exact time of the departure of such person and the exact time of his return to duty, and return application blank promptly to the chief clerk or time clerk of the bureau.

SICK LEAVE.

69. Conditions Governing Granting of Sick Leave.—An extension of leave on account of sickness, not exceeding 15 days in the calendar year, may be granted by the chief of each bureau; sick leave in excess of such 15 days previously granted may be allowed in particularly meritorious cases, only by the Secretary, on recommendation of the chief of bureau.

Sick leave may be granted upon any one of the following conditions:

(a) Where some member of the immediate family of a clerk or employee is afflicted with a contagious disease and requires the care and attendance of such employee.

(b) Where through exposure to contagious disease, whether in his own family or not, the employee's presence in the department would jeopardize the health of fellow clerks.

(c) In exceptional and meritorious cases, where a clerk or employee is personally ill, and where to limit the annual leave to 30 days in any one year would work peculiar hardship.

Condition (c) is made up of a group of facts or circumstances which must combine to authorize the granting of leave on account of personal illness. The case must be (1) exceptional, (2) meritorious, and (3) such that a denial of the leave would work not ordinary but peculiar hardship. What will in this connection constitute an "exceptional" case, a "meritorious" case, and "peculiar hardship" can not be defined in any general rule, but must depend upon the exercise of a reasonable discretion in the consideration of the circumstances.

70. Sick Leave May be Granted Before Annual Leave.—Extension of annual leave on account of sickness may be granted at any time during the year, even though no annual leave shall have been granted at the time of such extension.

71. Applications for Sick Leave; Physician's Certificate.—Applications for sick leave must be filed on the form prescribed by the department and be accompanied by a certificate, therein provided for, of the attending physician where one was employed, and in all cases where no physician was employed the specific reasons for not employing one must be stated.

72. Only Regularly Practicing Licensed Physicians.—Certificates of sickness will be accepted from none but regularly practicing physicians, licensed according to law.

73. Without Physician's Certificate.—Sick leave will not be allowed without a physician's certificate unless application is accompanied by a sworn statement that the absence was due to illness, that the employee was unable to perform official duties, and that no physician was employed.

74. Limitation of Sick Leave Based on Affidavit.—Periods not exceeding 2 days may be granted on affidavit and the aggregate of affidavit sick leave shall not exceed 12 days in one year.

75. Not less than One Day's Sick Leave Granted.—Sick leave will not be granted for less than 1 day; absence for less than 1 day shall be charged against annual leave.

76. Slight Ailments.—Slight ailments or indisposition will not be accepted as sufficient cause for allowing sick leave; such absences should be charged to annual leave.

77. Absentees Must Report Fact of Sickness Within Twenty-four Hours.—An employee absent on account of personal illness must report the fact to the chief clerk of the bureau in which employed immediately. If such report is not made within 24 hours the time lost may be charged to annual leave or leave without pay.

78. Application Must be Made Within Three Days.—Application for sick leave must be made within 3 days after the return of the employee to duty.

79. Quarantine.—When an employee has been exposed to a contagious disease against which the medical authorities quarantine the patient, he should immediately file with the chief clerk of the bureau in which employed a certificate from the attending physician, where such be the case, stating that in his judgment the presence of the employee in the office would jeopardize the health of fellow clerks. Application for leave with pay for the time lost must be accompanied by a certificate of the attending physician certifying that all danger from contagion has passed.

80. Modifying Annual Leave to Sick Leave.—No modification of annual to sick leave will be made unless sickness begins on or before the first day of the period granted as annual leave, when the latter may be surrendered and sick leave granted instead under the usual limitations. The circumstances and surroundings of an employee on vacation are usually so different from when on official duty that it seems beyond the intent of the law and regulations to grant sick leave during a period of annual leave.

81. Deduction from Allowance Because of Leave Without Pay.—Proportionate deduction from sick leave shall be made at the rate of 1 day for each 12 days and multiples thereof of furlough or leave without pay. This applies also to reinstated employees in regard to the period of their separation from the department in the current year.

82. Investigation.—The chief of bureau shall carefully consider the merits of every application for an extension of leave with pay beyond 30 days which shall be presented by his employees, in so far as the actual sickness or exposure to contagion is concerned, and shall cause to be investigated those employees who habitually apply for excessive sick leave and, if abuse of the privilege be found, report the same to the office of the Secretary.

83. Penalties for Deception.—All employees will be held to a strict accountability for statements made by them of inability to perform duty. When sick leave has been granted and subsequent developments prove that it was obtained by misrepresentation, it will be charged to leave without pay, even if the offender has annual leave still due. A second attempt to mislead or deceive official superiors, directly or indirectly, in regard to absence on account of alleged sickness will be deemed sufficient cause for dismissal.

LEAVE WITHOUT PAY.

84. Appointment Terminated "Without Prejudice"; Reinstatement.—When an employee has been absent for more than 60 days and there is no probability of his immediate return to duty, his appointment may be terminated "without prejudice." Such employee, however, will be eligible for reinstatement at any time within one year from the date of separation from the service.

85. When Granted.—Leave without pay may be allowed on account of sickness when the regular leave has been exhausted, but otherwise it will be granted only when, in the opinion of the chief of the bureau, the public

business will not suffer by the absence and when reasonable cause is shown, such as important business or emergencies of a serious nature.

86. Applications for Leave or Furlough Without Pay.—No leave or furlough without pay will be granted for a longer period than three months, except in special and peculiar cases, and no furlough without pay or leave of absence without pay shall continue in force and effect for a longer period than one year from the date of the commencement thereof. Applications for leave of absence without pay must be made on the form prescribed by the department and shall be forwarded, with the recommendation of the chief of bureau, to the Chief Clerk of the department for approval; the application must also state the reason therefor and the length of time the applicant desires such absence to continue. A furlough without pay will be ordered when the services of the person furloughed are temporarily discontinued in the department for the good of the service, pending investigation, or because of the needs of the department.

87. Deduction of Pay for Absence in Excess of Legal Limit.—Absence of employees in excess of the legal allowance with pay must be covered by an application for leave of absence without pay for 1 day or more, as no excess can be permitted without a deduction therefor. In the case of a deduction of a day's pay where the employee has not been absent an entire day, he may take the balance of the day's time without further deduction, subject to approval by the Chief Clerk, provided the time is taken in the same year.

88. Basis for Deduction from Annual and Sick Allowance.—A proportionate deduction from allowance of both annual and sick leave shall be made at the rate of 1 day for each 12 days, and multiples thereof, or furlough or leave without pay in the current year; and in the case of employees outside of Washington, at the rate of 1 day for each 24 days and multiples thereof.

89. Retroactive Deduction from Leave.—If absence without pay for 12 days or multiples thereof should occur after leave is exhausted, application for leave without pay to modify the excess of leave already taken will be required.

90. Sunday Between Sick Leave and Leave Without Pay Counted.—When sick leave expires on (including) Saturday and the employee continues absent, beginning Monday following on leave without pay, the intervening Sunday is charged without pay.

91. Absence Without Leave.—Immediate notification must be given to chief clerks of bureaus of all absence from duty for any cause, without leave having been previously asked for and granted. Any employee who is absent without leave for any cause may also be required to explain to his immediate superior, in writing, at the earliest practicable moment, the cause of his absence, and of his failure to ask for permission to be absent. If it is found that he was absent upon insufficient cause, or if his failure to obtain permission to be absent is not satisfactorily accounted for, the time lost will be charged to leave without pay, and such further action as may be deemed necessary will be taken. Avoidable or willful absence without leave is an offense against office discipline.

ATTENDANCE AT MEETINGS AND DELIVERY OF LECTURES.

92. Authority Therefor.—Authorizations for attendance at meetings will be confined chiefly to meetings of farmers, live-stock growers, and others interested in agriculture (including horticulture and forestry), for the giving of instruction or the acquiring of information by employees of the department, and authorizations to attend conventions of scientific societies or associations or to give addresses at schools, colleges, and other educational insti-

tutions will be given only to a limited extent and for the purpose of acquiring or giving information on subjects directly relating to the work of the department authorized by law. Each case will be considered on its merits, with special reference to the work on which the employee concerned is engaged.

Such authorizations will be given by the Secretary on recommendation of the chiefs of bureaus and independent offices, except that said chiefs may authorize the attendance of their field employees at meetings occurring in the course of their regular official travel, when such attendance will be in the direct interest of their work; and in the case of each authorization of this kind, a memorandum indicating the action and reasons therefor should be promptly sent to the Secretary's office.

93. Fees and Dues.—In no case will any of the moneys appropriated for the department be expended for membership fees or dues of any officer or employee of the department in any society or association.

94. Expenses Incident to Attendance.—Officials and employees designated to represent the department at meetings of scientific and related societies for the purpose of acquiring information or to present facts of interest and value to the public will be allowed their usual expenses for travel and subsistence. Employees attending such meetings for the purpose of receiving instruction and training and not officially representing the department may be granted leave of absence with pay, but will be required to personally bear any expense incurred.

95. Lectures by Employees at Educational Institutions.—No officer or employee of the department shall become a part of the faculty of any educational institution, or deliver a regular course of lectures at such institutions, without the consent of the Secretary, secured through the chief of the bureau in which such officer or employee may serve.

In the event of cooperation between a bureau of the department and an educational institution, an official of the cooperating bureau may, with the approval of the Secretary of Agriculture, deliver lectures before that institution during office hours, provided the bureau concerned receives in return an equally valuable consideration in the way of office quarters, heat, light, laboratory facilities, etc., and such official may, with the permission of the Secretary, receive from the cooperating institution a reasonable honorarium for his services.

PARTICIPATION IN EXPOSITIONS, FAIRS, ETC.

96. Authority Therefor.—No part of the funds appropriated for the department will be expended for participation in expositions, fairs, etc., unless there is specific law to do so. The department may, however, participate in expositions and fairs if the officers of the expositions or fairs will bear the entire expense of preparing, transporting, and caring for the exhibits, including the expense of the departmental employees while in attendance at such expositions or fairs, and will execute a satisfactory contract and bond, provided the regular work of the department is not thereby interrupted.

97. Correspondence in Regard to.—Correspondence received by the various bureaus, divisions, and offices regarding exhibits by the department at expositions, fairs, etc., will be referred to the special agent on exhibits, who will confer with the proper bureau officials as to lines of work to be illustrated, the material available or procurable, and other essential details, and submit a brief memorandum of same with recommendations to the Assistant Secretary.

CORRESPONDENCE.

98. Communications to Heads of Departments.—All communications to the heads of departments should be prepared for signature of the Secretary or Acting Secretary

of Agriculture and addressed to the Secretary of the department concerned. In case a letter is received from an Acting Secretary in another department the reply to such communication should be addressed to the Secretary of that department and not the Acting Secretary who signed the letter.

99. Courtesy of Expression.—Courtesy of expression should be observed in all official correspondence. Communications for the signature of the Secretary or Acting Secretary will be prepared in accordance with the following form:

The Honorable the SECRETARY OF STATE.

SIR: I have the honor to acknowledge the receipt of your communication of * * *, etc.

and terminate—

Very respectfully,

Secretary (or Acting Secretary).

100. Initialing of Letters for Secretary's Signature.—Letters prepared in the various bureaus, divisions, and offices of the department for the signature of the Secretary or Acting Secretary should bear the initials of the chief or acting chief of the bureau, division, or office concerned, written in the upper left-hand corner, but nothing further should appear thereon.

101. Names on Letterheads.—No individual's name shall appear on the letterheads of any bureau, division, or office of the department.

102. With General Supply Committee.—All correspondence with the General Supply Committee will be handled through the department's representative on that committee.

103. With Territorial Officials, Diplomatic Officials, etc.—All official communications or reports from or to executive officers of the Territories and Territorial possessions of the United States and all official communications or reports relating to Territorial matters from and to all

executive officers of the United States stationed in such Territories and Territorial possessions must be transmitted through the Secretary of the Interior, except as to Porto Rico and the Philippine Islands, which are under the jurisdiction of the Secretary of War. All official communications with diplomatic and consular officers in foreign countries must be through the Secretary of State.

104. Use of Penalty Envelopes.—Official mail matter in penalty envelopes must bear the words "Official business" to entitle it to free transportation in the mails. The use of penalty envelopes to avoid the payment of postage on other than strictly official business is absolutely prohibited.

When an officer of the department writes to a private party on official business for information of value to the department he may inclose with his letter an official envelope properly addressed to himself to cover the reply.

Penalty envelopes or penalty labels must not be furnished contractors of the Government for the transmission to the department of articles purchased of them where the contract or price includes delivery by the contractor; nor may such envelopes or labels be used by persons who may actually donate articles of any character to the department. Penalty envelopes furnished by the department to persons not in the employ thereof, or who are not officers of the Government, must not be used by them for the transmission in the mails, free of postage, of any matter other than official information (correspondence) and indorsements relating thereto. But penalty envelopes addressed to the department may be furnished to publishers to be used by them in transmitting copies of their publications for which no charge is made, when such publications contain official information necessary to the department. Penalty envelopes bearing a return address may also be supplied to persons in possession of public documents for use by them in returning such documents to the department.

105. Forwarding of Mail to Employees Outside of Washington.—All mail matter of second, third, and fourth classes received at the department addressed to persons who may be located outside of Washington and whose change of address was caused by official orders should, on being returned to the city post office for forwarding without payment of additional postage, be marked "Change of address caused by official orders."

106. Arrival and Departure of Mails.—Mails are received at the department from the city post office at 8 a. m., 10 a. m., 12.45 p. m., and 3 p. m.

Mails leave the department for the city post office at 9.45 a. m., 11.45 a. m., 2 p. m., and 4.30 p. m.

No registered mail will be received at the department post office after 4.20 o'clock p. m.

PUBLICATIONS.

107. Annual Report of the Secretary.—Will contain purely business and executive matter which it is necessary for the Secretary to submit to the President and to Congress.

108. Annual Reports of the Chiefs of Bureaus.—The annual reports of the chiefs of bureaus should deal only with the work performed and results accomplished during the year.

109. Yearbook of the Department.—Will contain the report of the Secretary and such papers, accompanied by suitable illustrations, as shall in the opinion of the Secretary be especially suited to interest and instruct the farmers of the country, said papers to be complete in themselves and of a magazine character rather than technical discussions or reports of progress.

110. Department Series of Bulletins (including Professional Papers).—The bulletin series of the department will contain popular discussions of the investigations of the department heretofore published in the bul-

letins and circulars of the bureaus. All encyclopædic material will be omitted therefrom. The series of circulars formerly issued by the bureaus, divisions, and offices will be discontinued. The scientific and technical material heretofore published as bulletins of the various bureaus will appear in the Journal of Agricultural Research.

In order to meet existing conditions there are included in the department series of bulletins papers dealing with subjects pertaining to professional workers in agricultural lines, under the subtitle "Professional Papers," in which reference is made to work of a professional, semiprofessional, or technical nature.

111. Reports of Technical Research; Outside Publications.—Reports of technical research, designed particularly for the attention of scientists in other institutions, may be published in any scientific or technical journal which will most satisfactorily reach those scientists, but the manuscripts before being sent out must receive the approval of the chief of the bureau in which they originated, and a copy submitted to the Secretary for approval. The copy so submitted will be retained in the Secretary's office. A record of all articles approved for publication in scientific journals or papers will be kept in the Division of Publications. Authors of said papers shall not accept compensation therefor, unless the acceptance of an honorarium is a condition of publication.

112. The Journal of Agricultural Research.—The articles for publication in the Journal of Agricultural Research shall consist only of reports of investigations which are new and directly or indirectly useful to the art of agriculture. The articles must be concise. Historical introductions, as well as bibliographies, must be reduced as far as is consistent with clearness. In general an article should not be over 10 to 12 pages in length, and in no case should it exceed 50 pages.

113. Monographic Supplements.—An article whose length precludes its publication in the *Journal of Agricultural Research*, may be published as a supplementary monograph, discussing in detail the investigations to which it pertains. Articles which are preliminary reports of very extensive research and announce some of the more important features of the work may be published in the *Journal* and later elaborated as monographs.

114. Editorial Committee of the *Journal of Agricultural Research*.—The selection of articles for publication in the *Journal*, all matters pertaining to its management, and the decision as to the separates and monographs to be reprinted from the same are vested in an editorial committee appointed by the Secretary or Acting Secretary.

115. Other Serial Publications.—The *Experiment Station Record*, the *Monthly Weather Review*, and the *North American Fauna* are specialized serial publications and will be continued with such modifications as may be warranted from time to time by conditions within the department.

116. Farmers' Bulletins.—Farmers' Bulletins, containing practical, precise, specific, and instructional statements in matters relating to country life, will be issued as formerly. The matters discussed therein must be so well known to the writer that his statements will be in the nature of formulas, and the manuscripts should be in such literary form as to be attractive to and readable by those intimately engaged in agricultural pursuits, for whom they are especially prepared. These bulletins should seldom exceed 16 pages in length and should refer to specific sections of the country, in order to prevent the statements becoming too general in character.

117. Weekly News Letter.—The *Weekly News Letter* shall be an interesting weekly summary of the most important practical discoveries of all bureaus and offices of the department and shall afford a quick and effective means of communicating with producers of agricultural

products, including the crop correspondents of the department, and securing the cooperation of the press in county seats and small towns. All matter for the Weekly News Letter shall be submitted in duplicate, and before being issued shall first have the approval of the chief of the bureau, division, or office in which the information originated, and shall receive the approval of the Secretary or Assistant Secretary.

118. Regulatory Announcements.—Each bureau or board charged with the enforcement of regulatory acts will issue once a month, or less frequently as the material warrants, service announcements in printed bulletin form and standard size, bearing the name of the bureau, the number of the publication and date of issue, and the words "Service and Regulatory Announcements." These announcements should contain a complete periodic record of all regulatory matters, including the text of the published notices of judgment, the text of decisions, the text or digest of notices of hearings, quarantine or other orders, extracts from correspondence, and such other information as establishes precedent or deals with service or regulatory matters of which the public should have notice.

119. Notices of Judgment, Quarantine, or Decisions.—Issuance of the regular service announcements will not supersede the publication, in other form, of notices, orders, or other announcements, requiring immediate publication or which are necessary for the proper enforcement of the regulatory acts. Where individual publications are necessary, however, they will be printed in bulletin size and the type held for reprinting in the service announcements.

120. Combination Announcements.—If deemed desirable, the announcements of the Bureau of Chemistry on meat and food products under the food and drugs act may be printed in connection with the service announcements of the Bureau of Animal Industry, and other bureaus or boards may make similar announcements in the interests of unity of publication.

121. Preparation of Manuals and Handbooks.—

When it is proposed to publish a voluminous manual, handbook, or treatise relating to any phase of the agricultural industry, the matter should be submitted to the Assistant Secretary for his approval before the actual preparation of the manuscript is undertaken, accompanied by an outline indicating in general terms the proposed treatment of the subject, its probable size, the number and character of illustrations, and such other information regarding its scope and purpose as will permit intelligent consideration upon its individual merit.

DISTRIBUTION.

122. Supervision of Distribution.—The chief of the Division of Publications shall have supervision of the distribution of all publications of the department, except those of the Weather Bureau, although the actual mailing of such publications will take place at the Government Printing Office. Orders, instructions, decisions, notices, and circulars of information, including publications to be distributed to foreign countries, will be mailed from the document section of the Division of Publications.

123. Complimentary Notices.—No publication of any kind distributed shall contain any notice that the same is sent "with the compliments" of an officer of the Government, or with any special notice that it is so sent; but a notice that it has been sent, with a request for an acknowledgement of its receipt, may be sent.

124. Preference in Distribution.—In the distribution of the regular publications of the department (excepting Farmers' Bulletins, emergency circulars or circulars of general interest, which are issued in large editions and are distributed by regular mailing lists and to miscellaneous applicants) within the United States, Canada, Cuba, and Mexico, preference should be given to libraries, educational, and scientific institutions, the press, State and foreign officials connected with agriculture, exchanges,

and those persons rendering tangible service to the department, either by active cooperation or special correspondence, or those particularly interested in the work. Miscellaneous applicants will be supplied as long as the supply lasts and funds for the printing exist; after which they shall be informed that the publications can be secured from the superintendent of documents, Government Printing Office, Washington, D. C., and the price at which he has the same for sale.

125. Distribution of Service Announcements.—

The number of persons carried on the mailing list to receive copies of announcements free should be reduced to the least possible, or legal, minimum, and as far as practicable not more than one copy should be sent to any individual. The superintendent of documents is authorized to establish a subscription, single number and bound volume, price for these announcements, in order to supply any demand beyond that covered by the free distribution.

126. Distribution of the Journal of Agricultural Research and Separates.—A mailing list of institutions and special individuals interested only in certain technical lines will be kept on file and to these lists appropriate reprints from the Journal will be distributed. The free distribution of the entire Journal should be confined to agricultural colleges, technical schools and experiment stations, libraries of large universities, Government depositories, and such institutions as make suitable exchanges with the department. Separates of the different articles appearing in the Journal should, if practicable, be printed and available for distribution at the time of issue of the number of the Journal containing the article in question, and these may be distributed with greater freedom to special mailing lists furnished by the various bureaus of the department, frequently revised by the editorial committee, in cooperation with the bureaus, and so edited as to prevent as far as possible all duplication. The regulations governing the distribution of technical

bulletins will govern the distribution of the separates and monographs from the Journal.

127. Supplying Articles on Agriculture to News Syndicates.—The Office of Information will be the medium through which weekly articles to the important news syndicates which supply matter in plate form to newspapers will be forwarded, but the chief of each bureau, division, or office should designate a member of his staff to cooperate with the Office of Information in the gathering and preparation of such articles, to be approved by the chief and forwarded to the Office of Information, marked "For weekly syndicate article."

MAILING.

128. Mailing of Publications Within the United States.—In submitting manuscripts of publications, chiefs of bureaus, divisions, or offices should indicate on the scheme of distribution, by the use of key numbers, the particular portions of their mailing lists (which lists are now in the possession of the Government Printing Office) to be covered by the distribution, and the Chief of the Division of Publications will transmit this key of distribution, with full instructions to the Public Printer at the time the request for printing goes forward, in order that the publications when issued may be promptly mailed from the Government Printing Office.

The author's quota of publications and the 100 copies for the use of the originating bureau, division, or office will be issued as heretofore by the Division of Publications, and that division will keep on hand a limited supply of all publications for the use of the bureaus, divisions, and offices in their official work, but not for mailing, except where it is absolutely necessary to inclose the publication in a letter.

129. Bureau Foreign Mailing Lists.—The bureaus, divisions, and offices may maintain mailing lists for their respective publications, but no list shall exceed 200 (with

the exception of the list for the Experiment Station Record, nor shall the number of individuals appearing thereon exceed 10 per cent of the total number of addresses on the list. All bureaus, divisions, and offices having such lists must file copies of the same with the Librarian of the department, who shall also be notified from time to time of all additions or changes in said list, in order that a consolidated list of all addresses may be maintained in the library, to prevent duplication and for use in obtaining exchanges.

130. Additional Copies to Foreign Addresses.—In addition to the lists before mentioned, each bureau, division, and office may send to foreign countries monthly the number of publications set opposite its name in the following list, and requests that such a number of publications be forwarded will be honored by the Chief of the Division of Publications.

	Number per month.
Bureau of Animal Industry.....	75
Bureau of Biological Survey.....	15
Bureau of Chemistry.....	75
Bureau of Entomology.....	75
Office of Experiment Stations.....	75
Forest Service.....	125
Library (for library publications).....	10
Bureau of Plant Industry.....	75
Office of Public Roads.....	30
Division of Publications.....	10
Bureau of Soils.....	75
Bureau of Crop Estimates.....	75
Office of Markets.....	75
Office of Rural Organization.....	75
Total.....	865

An unused credit from one month may be carried over and used in the succeeding month. In case the publications are furnished by the bureaus and not taken from the stock of the Divisions of Publications, the method of procedure will be the same. The miscellaneous orders for the sending of publications shall be made out in duplicate and

forwarded to the Division of Publications, where a record will be made of the number of publications sent, the date forwarded, and the postage required; the original copy shall be retained in the Division of Publications and the duplicate retained in the bureau or office concerned.

131. Revision of Mailing Lists.—All foreign mailing lists should be revised at least once in two years.

132. Library Mailing Lists.—The library of the department will maintain (1) a list of foreign libraries and institutions ("Library List") which receive all the publications of the department; (2) lists of libraries and institutions which receive regularly the Yearbook and the Farmers' Bulletins; (3) an exchange list to which is sent regularly a monthly list of publications in the department. No general consular list will be maintained by the department, and any distribution to those officials must be arranged specially for each publication that it is desired to send and be approved by the Secretary.

133. Miscellaneous Foreign Requests, including requests for publications selected from the monthly lists, received by bureaus, offices, and divisions, and not from special correspondents to whom the department is under special obligations to grant the request, shall be referred to the Librarian of the department, who, in determining whether or not the applicants are entitled to receive publications free of charge, shall be governed by the regulations bearing on the distribution of publications to foreign addresses. All requests from applicants who in the opinion of the Librarian are not entitled to receive the publications free of charge shall be referred to the Division of Publications, and the chief of that division shall inform the applicants as to the possibility of obtaining the publications from the Superintendent of Documents.

134. International Exchange, Smithsonian Institution.—All publications sent to addresses which can not be reached under the penalty frank—that is, all foreign countries except Canada, Mexico, Cuba, and Shanghai, China—shall be forwarded by means of the International

Exchange through the Smithsonian Institution, except the Experiment Station Record, Regulatory Announcements of interest and value to foreign countries, Journal of Agricultural Research and reprints of articles therefrom, publications sent to reviewing journals, and such special requests for which bureau chiefs desire prompt delivery. The publications mentioned above will be mailed direct from the Division of Publications under postage.

PRINTING AND BINDING.

135. Requisitions for Printing.—The Chief of the Division of Publications will sign all requisitions on the Public Printer for printing undertaken on account of the printing fund of the Department of Agriculture, and no communication or papers pertaining to work chargeable to that fund will be recognized by the Government Printing Office officials unless bearing the stamp of the Division of Publications.

136. Paper Stock for Printing and Binding.—Under the law the Public Printer is prohibited from accepting from the department paper stock for printing and binding undertaken by him and chargeable to the department's allotment for public printing and binding, except in the case of pads (the stock for which may or may not be furnished), and envelopes and tags, which the Public Printer can not furnish. Paper stock may, however, be furnished the Public Printer in connection with printing and binding for a bureau designated by the Comptroller of the Treasury as a field service, for which bids may be invited and which the Public Printer undertakes in competition with other bidders.

137. Letterheads and Printed Cards.—All requisitions for the printing of letterheads will be made on the Public Printer through the Division of Publications of the department, and all printed cards required by bureaus, divisions, and offices of the department for use in the con-

tinuance of card-index systems, or in the establishment of new systems, must be procured from the Government Printing Office through the Division of Publications.

138. Expenditure of the Printing Fund.—In the expenditure of the printing fund preference will be given to new publications embodying the results of the department's investigations and to emergency publications containing information that should receive the widest possible distribution. Reprints of publications when original editions become exhausted will be authorized only when there is a continuous demand for them, applicants being referred by the Chief of the Division of Publications to the Superintendent of Documents of the Government Printing Office, from whom they can always obtain the document desired by the payment of a nominal charge.

139. Economy.—The fullest consideration must be given to economy as regards the style of department bulletins, including typography, paper, illustrations, number of copies issued, binding, etc. Editions must be limited in size to a small number in excess of what is required for immediate distribution.

PATENTS.

140. Inventions by Employees.—Any new and useful discovery or invention of any machine, device, or process connected with the work of the department, made by an employee through the expenditure of Government time and Government money, will be patented in the name of the inventor, without any expense to him, in such a way as to allow any citizen of the United States to use the patented article or process without the payment of royalties. The Government reserves the right to make use of any device that may have been discovered or invented by a patentee during the time of his employment in the Government service. Employees are prohibited from patenting any device or process or discovery connected with the

work of the department except in the manner above described. Applications for such patents will be made through the Solicitor of the department.

141. Requests to Patent Office for Expediting Patents.—Bureaus, divisions, and offices receiving communications from persons outside of the department requesting that the Commissioner of Patents be asked to expedite the consideration of applications for letters patent pending before him should, before taking any further action in the matter, call upon the person making the request for a complete description of the article or process and its uses, together with the serial number of the application for patent. Upon receipt of such information the bureau interested should decide whether or not the article or process, if patented, will be of peculiar importance to the department, and whether or not the immediate consideration of the application and issuance of the patent would be of advantage to the department in the prosecution of its work.

If it is so decided, a memorandum reciting all the facts should be addressed to the Secretary, whereupon the necessary action will be taken looking to the immediate consideration of the application in question, and a member of the office of the Solicitor will be designated to represent the department before the commissioner in order to prevent improper issue of the patent, in accordance with rule 63 of the rules and practice in the United States Patent Office.

AGREEMENTS, LEASES, AND CONTRACTS.

142. Damage Clause in Agreements.—Whenever the necessity arises for inviting bids for the erection of buildings, the installation of drainage systems, the furnishing of special supplies and apparatus, etc., in connection with which time is the potent factor, and failure to perform the service within the given period will result in substantial damage to the United States, bidders should be notified at the time they are requested to bid that the department

reserves the right to require a stipulation in the agreement to be executed by the successful bidder, fixing, at so many dollars for each day's delay, the damage which will result to the United States in the event of failure to complete the agreement within the time specified; and in all bids upon which agreements containing a damage clause will subsequently be based the time within which the work is to be finished should, if possible, be stated.

All signed and approved copies of agreements intended to be retained by contractors should be sent them by registered mail, and when such agreements contain a damage clause there should also be forwarded therewith a letter signed by the chief of the bureau concerned with request that it be acknowledged.

In the case of agreements containing a damage clause, the bureau for whose benefit the agreement is drawn will retain the letter of acknowledgment and the registry return receipt until performance of the agreement is completed and the final account thereunder is prepared, when the registry return receipt, or both the registry return receipt and letter of acknowledgment, as the case may require, should be attached to the final settlement voucher.

In preparing the agreement, the Solicitor of the department may omit the damage clause if, in his judgment, it is not essential to the proper performance of the contract, even though the bidder may have previously been notified that such clause will be required.

143. No Outside Interest in Department Contracts.—No officer or employee of the Government who is in a position either to influence the award of a contract with the department, or to cause purchases of supplies to be made for the department, shall be interested in any firm, company, or corporation doing business with the department.

144. Contract and Bond in Connection with the Purchase of Supplies and Performance of Work.—A contract and bond will, as a general rule, be required

for supplies and materials procured under informal bids, and for construction work, when the aggregate amount involved is more than \$1,000. This requirement may be waived, however, when articles to be purchased are of regular standard make or manufacture, and in connection with the purchase of seeds for congressional distribution when immediate delivery is required.

ESTIMATES OF APPROPRIATIONS, PROJECTS, AND FINANCIAL STATEMENTS.

145. Program of Work.—Annually, as soon as the appropriation bill is passed, each bureau will prepare and submit to the Assistant Secretary a Program of Work covering its proposed activities during the ensuing fiscal year. This Program should be a clear and concise outline or working plan of the activities of each bureau. Activities should be shown, first, by broad general lines of work; these are subdivided into project groups, which should be further split up into problems or phases, called, for convenience, subactivities. The data comprised in the Program of Work are set forth under the following headings: (1) Title of subactivity; (2) object; (3) cooperation; (4) location; (5) date begun; (6) results accomplished; (7) plans for further work; (8) probable date of completion; (9) assignment; and (10) proposed expenditures.

It is aimed to complete the preparation of the Program of Work in advance of the beginning of the fiscal year, but this is dependent on the early passage of the appropriation bill.

This is the only form of project report filed in the Assistant Secretary's office showing the work of the department as a whole, except the budget statement, which is described in a following paragraph.

146. Project Statements.—It is expected that each bureau will maintain in its own files project statements in considerably more detail than the presentation in the Program of Work, so that the data will be readily accessible

whenever complete information in regard to a particular line of work is desired by the Secretary's office. An original project statement should contain the following data:

NAME: (Title should be short and clearly indicative of the work covered.)

LEADERS: (Names of leader and principal assistants, if any.)

LOCATION AND HEADQUARTERS: (Give location of work under this heading by State, county, and town, where practicable. Where maps are filed with statements, reference may be made to same. Give also leader's post-office address.)

DATE AUTHORIZED: (This is the date when the Assistant Secretary gives his written approval to the project.)

LEGAL AUTHORITY: (Give title of the general appropriation and quote the language of the specific clause of the appropriation bill covering this project.)

OBJECTS: ((State briefly and clearly. Do not include procedure.)

METHOD OF PROCEDURE: (Here the method of approaching the problem defined under Objects above should be concisely set forth. Where practicable, outline the plan for the entire period of time required to complete the work, and follow with plans for annual or other natural periods or divisions of work. This shows clearly the scale on which the project is planned.)

ORGANIZATION AND COOPERATION: (Briefly state the entire plan of organization—whether part is to be under cooperation, part independent, etc., so that misunderstandings may be reduced to a minimum. Clearly state relations to other departments, bureaus, divisions, experiment stations, other organizations, or to private parties cooperating, also cooperative relationships within the bureau or office.)

CONTRACTS AND AGREEMENTS: (State whether written agreements or contracts are in effect, and make brief reference to same, giving dates.)

SOURCE OF MAINTENANCE: (State amount from each fund.)

ESTIMATED ULTIMATE COST: (Give approximate cost of the project carried to completion.)

HISTORY: (State briefly the history, if any, previous to date of this original memorandum.)

147. Reports of Progress.—Bureau chiefs should require project leaders to submit once a year (January 15) an annual report of progress upon each active project under their charge.

148. New Lines of Work.—Before undertaking any new project or line of work, a full outline of same in the form indicated in paragraph 146 should be submitted to the Assistant Secretary for consideration and approval.

149. Estimates of Appropriations.—Estimates of appropriations required for the ensuing fiscal year will be submitted annually to the office of the Secretary on prescribed forms not later than September 20, for review and action by him. As finally approved, they are required by law to be transmitted to the Secretary of the Treasury on or before October 15.

150. Information Regarding Appropriations.—All requests for information regarding items to be attached to or included in the appropriation bill for the department for which no estimates have been made should be referred to the Secretary's office for action, as that office carefully considers the estimates before their submission to Congress.

151. Budget Statements.—This is a form of project and financial statement intended primarily for use in presenting the work of the department to the agricultural committees of Congress. It is prepared in November, following the completion of the estimates. It presents the work by lump-sum subappropriations, rather than on a basis of natural project divisions. Each subappropriation is treated in a separate statement, which comprises the following material:

(1) The language of the current appropriation and changes proposed in the new bill.

(2) A statement (by project divisions under the subappropriations, where feasible), showing the total lump-fund expenditures for the preceding fiscal year, proposed expenditures for the current year, and estimated expenditures for the following fiscal year.

(3) A classification of expenditures for the three-year period. The classification followed is shown in paragraph 152 of these regulations, except that statutory salaries are excluded and outstanding liabilities and reserve funds are included. This classification embraces the whole sub-appropriation; the individual projects thereunder are not treated separately.

(4) Personnel: A list of employees paid in whole or in part from the subappropriation, showing (a) name, (b) official title, (c) total salary and part time paid from this appropriation, (d) headquarters, and (e) brief statement of duties.

(5) Details under each project subdivision as follows: (a) Object, (b) procedure, (c) a table showing location (alphabetically arranged by States), cooperation, and the specific nature of the work at each point, and estimated cost of each piece of work, (d) reasons for increase or decrease, including plans for further work, and (e) results.

152. Bureau Accounts.—Each bureau, division, and office will keep a system of accounts by major (group) projects, and records will be kept showing the amounts expended under each for the different classes of expenditures named below. With most of the bureaus the appropriation bill is so arranged that the various items of appropriation constitute definite accounts projects. In some cases a single appropriation may be so comprehensive as to make it desirable to establish a number of account projects, each sufficiently definite and independent to justify an accurate separation and distribution of funds. All bureaus will submit, prior to the beginning of the fiscal year, a list of proposed account projects for the approval of the Assistant Secretary.

CLASSIFICATION OF EXPENDITURES.

Salary:

Statutory.

Lump fund—

In Washington.

Out of Washington.

Total.

Travel, station, and field expenses.

Equipment:

Apparatus, instruments, and laboratory.

Furniture.

Miscellaneous.

Stationery.

Rent.

Telegraph, telephone, and postage.

Freight, express, and drayage.

Furnishing of heat, light, power, and electricity.

Forage and other supplies for animals when purchased in bulk.

Fuel.

Specified items not otherwise classified.¹

Miscellaneous supplies, services, etc.

Total.

153. Statement of Expenditures.—As required by law, a detailed statement of expenditures of the Department of Agriculture for the preceding fiscal year is made to Congress at the beginning of each regular session. This statement will include payments up to and including August 31, and should be forwarded to the office of the Assistant Secretary as soon as possible after September 1.

This report consists, first, of a tabular statement covering the actual net expenditures under each account project for the preceding fiscal year, prepared in accordance with the classification outlined under paragraph 152; but should not include outstanding liabilities, nor repayments to the credit of the appropriation. Every entry in

¹ "Specified items not otherwise classified" include the following items for which separate accounts should be kept, and the amount charged to each will be reported in a footnote in the "Annual statement of expenditures":

Subsistence and care of animals and storage and care of vehicles (service) when not reported as incidental to travel expense.

Printing, engraving, lithographing, and binding (service).

Advertising and publications of notices (service).

Mechanics', engineers', and electricians' supplies; furnace and foundry supplies.

Cleaning and toilet supplies.

Structures and parts and nonstructural improvements to land.

Land.

Repayment of deposits.

Educational and general welfare grants and contributions.

Losses and contingencies.

the column "Specified items not otherwise classified" should be explained by a footnote showing the character of the expenditure.

The tabular statement should be followed by "project statements," consisting of the following explanatory data in connection with each account project:

Total expenditures as above.....
Less repayments to credit of appropriations.
Outstanding liabilities Aug. 31 (estimated)....
Unexpended balance (estimated).....
Total allotment.....

The sum of the total expenditures and the outstanding liabilities (i. e., the gross expenditures) should then be distributed approximately among the several subactivities under each account project, and a brief statement made as to the character of the work under each subactivity.

154. Monthly Analysis of Travel Authorizations.—

Hereafter copies of all letters of authorization for travel, station, and field expenses shall be forwarded monthly by the various bureaus, independent offices, and divisions to the Office of the Assistant Secretary for use in the preparation of the monthly analysis of travel and other purposes. This applies to general or specific letters of authorization issued from the Washington office and from district or field headquarters. The copies to be furnished should include every letter or memorandum which authorizes or defines objects of travel or limits travel, designates territory or points to be visited, specific rates of per diem allowance in lieu of subsistence, or which contains other evidence necessary in the administrative examination of travel accounts.

Copies of all such papers will also be furnished quarterly to the disbursing office of the department for transmission to the Auditor for the State and Other Departments for use in the auditing of accounts.

155. Annual Report of Travel.—This report, which is submitted to Congress at the beginning of the regular

session, will include all official travel from Washington to points outside of the District of Columbia during the preceding fiscal year, except such travel performed by special agents, inspectors, or employees who in the discharge of their regular duties are required constantly to travel. It will show—

- (1) The name of the traveler (surname, followed by initials);
- (2) The full title of the traveler;
- (3) The destination or destinations of such travel, followed, in parentheses, by the date or inclusive dates of the travel;
- (4) A succinct but informative statement of the object or work on account of which the travel was performed;
- (5) The total expense to the United States involved; and
- (6) The appropriation and subappropriation from which the expense has been paid.

The required data from each bureau, independent division, and independent office of the department will be submitted in triplicate, on forms supplied for the purpose, on or before October 20 of each year, to the office of the Assistant Secretary. To insure uniformity all bureau data should be typewritten (duplicate and triplicate in carbon), with black record ribbon, in elite type, and arranged alphabetically by names of travelers; each trip will be reported as a separate item, all trips by the same traveler to be arranged chronologically; but a separate sheet will be used for reporting, as a distinct group, travel charged to the appropriations of the reporting bureau performed by employees of other bureaus.

Bureau data will be reviewed in the Office of the Assistant Secretary and there assembled for transmission to Congress.

156. Monthly Liability Statement.—Monthly statements shall be prepared by the several bureaus, divisions, offices, and boards showing under each subappropriation the amount of the appropriation, the total liabilities to

date, the available balance as of the next day, the total allotment to the end of the next quarter, and the available balance under the same, and an analysis of the liabilities under salaries, expenditure authorizations, purchase orders, contracts, and leases, and a copy of the same filed with the Assistant Secretary.

157. Miscellaneous Financial Statements for Congress.—Financial statements called for by Congress from time to time will be handled through the Office of the Assistant Secretary.

158. Rendition of Quarterly Accounts by Disbursing Clerk.—The Disbursing Clerk of the department will submit his consolidated account current and abstracts of disbursements to the Secretary of Agriculture (Chief Clerk's office) promptly after the end of each quarter. The Chief Clerk will then refer the abstracts of disbursements to the chief of each bureau, division, or office having charge of the appropriations to which the abstracts pertain, who in turn will have them carefully examined and compared with the records of his bureau, division, or office, such examination to be evidenced on the abstracts by an indorsement, accompanied by a statement of differences when such differences are found in the account.

The Chief Clerk will, upon return of all abstracts, reassemble the account, and after examination in the office of inspection and approval by the Secretary of Agriculture, transmit it direct to the Auditor for the State and other Departments, Treasury Department, Washington, D. C.

159. Financial Matters in Connection with Co-operative Work.—Officers and employees of the department will not be permitted to handle or disburse any of the funds contributed for cooperative work by State institutions, organizations, private individuals, and other agencies, but will be permitted to certify to the correctness of accounts for payment of expenditures in connection with cooperative work where the facts essential to such

certification are known to them and such arrangement is desired by the cooperating agency.

Where the cooperating agency is not prepared to disburse directly the funds contributed, a trustee should be appointed by such agency to handle its funds, but such trustee must have no connection whatever with the department.

In all cases where cooperative work is undertaken by the department a memorandum of understanding should be entered into setting forth the duties and financial responsibilities of all parties to the agreement and indicating the manner in which the funds are to be handled; that is, whether through a trustee or otherwise. The memorandum of understanding should also indicate the responsibilities and relations of collaborators who are to use the Government frank for the free transmission of correspondence and publications relating to the work.

Cooperative work should be planned so that the property or materials which result from the experiments or demonstrations shall remain the property of the cooperating agency unless such property or materials have been purchased at department expense. If possible, arrangements should be made with cooperators so that the department can secure full use of equipment or materials that may be necessary without acquiring ownership of them, thus avoiding the tying up of funds unnecessarily.

SANITATION.

160. Sanitation of Buildings and Rooms.—The buildings and rooms occupied by the Department of Agriculture must be kept in a good sanitary and hygienic condition, free from dirt, dust, and refuse.

161. Sale of Milk in Buildings of Department.—No milk, buttermilk, or cream shall be sold in the buildings occupied by the Department of Agriculture in Washington except milk that is equal to the classification defined in Circular 114 of the Bureau of Animal Industry, buttermilk

that is made from milk of tuberculin-tested cattle or which has been properly pasteurized, and cream that is taken from milk of tuberculin-tested cattle or which is properly pasteurized.

Determination of standards of milk will be made by the Dairy Division of the Bureau of Animal Industry.

Permits for the sale of milk will be obtained monthly by dealers from the Chief Clerk of the department in the form of cards countersigned by the Chief of the Dairy Division. Persons delivering milk may be required to show these permits.

162. Towels.—The use of roller towels and other towels intended for use by more than one person is prohibited in all buildings occupied by the Department of Agriculture.

163. Pulmonary Tuberculosis.—Whenever there is doubt in regard to any person in the service of the Department of Agriculture as to whether said person is afflicted with pulmonary tuberculosis, the case shall be brought to the attention of the Chief Clerk of the department, who will prepare for the signature of the Acting Secretary an order for said person to present himself or herself to the Director of the Hygienic Laboratory of the Public Health Service for examination, and to present to the department from the director of said service a certificate showing the result of said examination. If the Director reports that the person examined is suffering from pulmonary tuberculosis, the case shall be handled as circumstances may require, by a temporary separation from the service, segregation of the person, or otherwise.

164. Employees Afflicted with Contagious Disease.—Employees afflicted with a contagious disease, or who reside in any dwelling or apartment house in which any contagious disease exists, are prohibited from entering any building of the department until a satisfactory medical certificate has been presented to the Chief Clerk of the department.

165. Emergency Medical Attendance.—In case of injury or sudden illness of employees and others while in the buildings or upon the grounds of the department in Washington immediate medical service will be rendered by certain employees having qualifications of physicians in the employ of the Department of Agriculture. The names and location of physicians, as well as the location of medical cabinets containing first-aid equipment and persons having custody of the key to such cabinets, may be obtained from the office of the Chief Clerk of the department.

MISCELLANEOUS.

166. Smoking.—Smoking is prohibited in any room used for the storage of stationery, supplies, and chemicals, or in any room containing explosives or other highly inflammable materials, or in any room or place in any building which is not constantly occupied and under the observation of officials or employees of the department, or in any room where smoking would endanger public property or interfere with the transaction of public business. Chiefs of bureaus are authorized to make such additional rules with regard to smoking by officials and employees under their jurisdiction as will safeguard public property and avoid interference with the performance of official duties. "No smoking" signs should be displayed in conspicuous places where necessary.

167. Purchase of Supplies for Use in Scientific, Laboratory, or Research Work.—Materials included in the schedules of the General Supply Committee, such as drugs, medicines, chemicals, and laboratory apparatus, actually needed for use in scientific, laboratory, or research work, including such other supplies listed in the schedules which from their description indicate that they may be intended for use in this class of work, but which are found to be unsatisfactory for the purpose, or which by reason of the location of the supplying house or for any other

reason can not be secured with sufficient promptness, may be purchased independently of the schedules of that committee by bureaus of the department engaged in scientific, laboratory, or research work.

168. Purchase of Supplies and Materials.—Purchases of supplies and materials at or near the close of the fiscal year should be avoided unless such supplies and materials can be delivered before the end of the fiscal year or are needed for immediate use and to delay their purchase until the next fiscal year would interrupt the work of the department.

An annual appropriation is applicable only to expenditures properly incurred for the use of the particular fiscal year for which it is made, and administrative officers should not anticipate the needs of a succeeding fiscal year and use unexpended balances for the purchase of supplies and materials merely in order to use up such unexpended balances.

169. Purchase of Books and Periodicals for Field Use.—While the law restricts the purchase of books and periodicals "for the use of any executive department or other Government establishment not under an executive department, at the seat of Government," to appropriations specifically authorizing their purchase, it does not prohibit the purchase of books and periodicals intended for use outside of Washington. However, some consistent policy must be adopted, and the following rules will be observed regarding the purchase of books and periodicals for field use.

(a) All requests for the purchase of books and periodicals for field use should be accompanied by a statement giving the location of the field station to which the books are to be assigned. Due consideration should also be given to the library facilities in the vicinity of the field station in order to avoid unwarranted duplications.

(b) All books and periodicals purchased from the funds of the bureaus, divisions, and offices for field use shall be considered the property of the Department Library after

return to Washington. All books and periodicals previously purchased and now in the possession of department employees in Washington should be forwarded to the Department Library for recording and stamping.

(c) Books and periodicals purchased from the funds of the bureaus, divisions, and offices should be inventoried annually, but a valuation of same will not be required. Records in regard to them should preferably be kept by the librarians of the respective bureaus. Bureaus not having a librarian should designate some employee to take charge of the records, in order that information in regard to the books belonging to the department, but deposited in the field may be readily available. Some discretion, however, should be exercised regarding the types of periodicals of which files should be permanently maintained and inventoried. A considerable number of farm papers, for instance, while necessary for current use, are not, it is believed, of sufficient permanent value to justify preservation and inventory.

170. Sale or Other Disposition of Public Property.—Articles for which the department has no further use and articles which have become unserviceable will be submitted to a board of survey for sale or other disposition.

(a) For action concerning property in Washington a permanent board of survey has been appointed.

(b) For action concerning property outside of Washington a special board of survey will be appointed, and employees must submit a list of the articles and a statement of the specific reasons for their sale.

Authority must be obtained from the Secretary or chief of bureau to sell or dispose of public property, including machinery, apparatus, equipment, photo prints, lantern slides, index cards, maps, farm products, samples of cotton grades, pathological and zoological specimens, transcripts of hearings, etc. When authority for the sale of property is granted an official, he will advertise the sale by notifying interested parties by letter. No expense

will be allowed for advertising in newspapers except by specific written authority of the Secretary. When the property is sold, the official to whom the authority was granted will pay all expenses, take receipts therefor, and remit the net proceeds by postal money order or bank draft to the disbursing clerk of the department to be deposited in the Treasury to the credit of "Miscellaneous receipts."

171. Sale of Farm Products at Insular Experiment Stations.—Officials in charge of the insular experiment stations in Alaska, Hawaii, Porto Rico, and the island of Guam are authorized to sell such products as are obtained on the land and deposit the proceeds from such sales in the Treasury for use in the maintenance of these stations.

172. Exchange of Typewriters, etc.—Typewriters, computing, addressing, and duplicating machines, and general scientific apparatus and laboratory equipment, may be exchanged in part payment in purchasing new machines, apparatus, or laboratory equipment.

173. Supplies to be Obtained from Supply Division.—Whenever practicable the various bureaus, divisions, and offices of the department should secure from the Chief of the Supply Division, on stores requisition, all stationery, office supplies, and miscellaneous materials which are purchased from the contingent funds of the department and carried in stock by the Supply Division. Reimbursement for supplies furnished will be made to the appropriation for contingent expenses by said bureaus, divisions, and offices from their lump-fund appropriations by transfer settlements through the Treasury Department.

174. Express Shipments to and from Washington, D. C.—All matters relating to express shipments to and from Washington, D. C., will be handled directly by the bureaus concerned. The Chief of the Supply Division will, upon telephonic request by a bureau, arrange for the prompt collection of outgoing packages by the agent of the proper express company and will render such assist-

ance as may be necessary to insure prompt receipt by the bureaus of imperfectly addressed incoming shipments; but all records and forms will be prepared in the bureaus, which will also conduct all correspondence with the express companies relative to shipments pertaining to their bureaus.

175. Inventory of Property.—For the information of the Secretary, the chief of each bureau, division, and office of the department is required to submit annually to the office of the Secretary a complete inventory of all office furniture and equipment in the possession of his bureau, division, or office on the 30th day of June.

176. Inspection of Records and Property of Supply Division.—Quarterly audits of the books, records, and other property in the custody of the Chief of the Supply Division will be made by the inspector of the department; he will also make a careful inspection of the property accountability records of the chief of that division, and the records of Government property transferred by the several bureaus, divisions, and offices of the department to the Supply Division. Reports embodying the results of quarterly audits and inspections will be submitted to the Secretary for his information and approval.

177. Establishment of Experiment Stations, Testing Farms, etc., Within the States.—Requests from Members of Congress, members of State legislatures, State officials, and private parties urging the establishment of experiment stations, testing farms, or the taking up by the department of specific lines of work within the States, will be handled by the Office of the Secretary, through the Assistant Secretary. The bureaus and independent offices will in all cases be fully informed as to the action affecting their respective interests.

178. Condition of Work.—The chief of each bureau, division, and office of the department is required to submit to the Chief Clerk of the department promptly at the end of each quarter of the fiscal year a written report setting forth whether or not any part of the work of his bureau,

division, or office is in arrears, and, if so, the extent thereof and the reasons for the same, in order that the Secretary of Agriculture may make a quarterly report to the President as to the condition of the public business in his department as required by law.

179. Materials and Supplies of an Inflammable Character.—All materials and supplies of an inflammable character, other than in small laboratory lots, should be stored outside of buildings occupied by the department, except those specially constructed for the purpose.

All offices and storerooms should be left unlocked so that watchmen can have access thereto at night; if necessary to lock rooms in special cases the watchmen should be supplied with keys to the same.

180. Mechanical Shop Work.—Mechanical work desired by the various bureaus, divisions, and offices of the department (except the Weather Bureau and the Forest Service), such as carpenter work, cabinetmaking, painting, machine work, plumbing, etc., will be performed by the mechanical shops under the supervision and within the discretion of the Chief Clerk of the department.

Requests for work of this character should be made on the form prescribed for the purpose.

The making of office furniture by the shops will not be permitted when standard articles that may be purchased in the open market will answer the purpose equally as well.

181. Telegraphing. The telegraphing business of the department should be divided equitably between the Western Union and Postal Telegraph-Cable Cos. All telegrams emanating from the department or any of its bureaus, divisions, or offices (except the Weather Bureau) in Washington shall be sent to the telegraph operator of the department or bureau for transmission, and the said operator shall divide them as equally as possible between the two companies in cases where messages are sent to points covered by the lines of both companies. Employees of the department traveling or located outside of Washington (except the Weather Bureau) will endeavor

to divide the telegraph business equitably between the two companies.

182. Use of Official Telephones for Private Business.—The use of official telephones for outgoing private messages is strictly prohibited; such messages must be sent from the public booths. Important and necessary incoming messages may be received, but supervisory officers of the various bureaus, divisions, and offices must see that this privilege is not abused.

183. Telephone Service in Private Residences.—Where an officer or employee having no other office or official headquarters uses one or more rooms in his private residence exclusively for office purposes and as a public office, the payment for use of telephone service installed therein for his official use is not prohibited.

184. Civil-Service Examinations.—Under penalty of removal from the public service, officers or employees are prohibited from giving instructions, directly or indirectly, to persons or classes of persons preparing for civil-service examination, either privately or in schools or institutions claiming to give instructions along the lines of civil-service examinations. Officers and employees of the department are also prohibited from being concerned financially or otherwise in such schools or institutions.

185. Political Activity.—Employees of the department in the competitive classified service, while retaining the right to vote as they please and express privately their opinions on all political subjects, are prohibited, by Executive order and civil-service rules, from taking any part in political management or any political campaign. The removal from the service of any employee adjudged guilty of violating the foregoing provision will be recommended to the president of the Civil Service Commission.

Employees in the competitive classified service may be members of political clubs, but it is violative of the civil-service rules for them to be active in the organization of such a club, in its management or affairs, to be officers or

members of a committee thereof or act as such, or to address a political club. Service as a delegate from such a club to a league of political clubs is service as an officer or representative of a political club and is also prohibited. Unclassified laborers are by departmental orders subject to the same restrictions.

While persons in the unclassified service are not subject to the foregoing prohibitions, the law concerning the solicitation or receipt by one officer or employee of political contributions from another officer or employee applies with equal force to all who serve the United States, whether classified or unclassified. By serving in the capacity of treasurer of a political club, any officer or employee receiving from another officer or employee who is a member of the club any fees or dues or other contributions for a political purpose thereby renders himself liable to prosecution for violation of section 118 of the Criminal Code of the United States, and the members so paying such fees or dues or other contributions for a political purpose violate section 121 of the Criminal Code.

The *temporary* office of moderator of a town meeting and other *temporary* offices of a like character may be held by employees in the executive civil service, provided such service is not compensated by any salary or other emolument, and where such service does not interfere with the regular and efficient discharge of the official duties of the employees holding office. Employees must not, however, engage in national, State, or county political activity nor take an active part in political management of any political campaigns in violation of the civil-service rules; and in seeking the local offices named above, or in performing the duties thereof, are enjoined from using the authority or influence of their official position.

All rules and regulations of the Civil Service Commission regarding political assessments and partisan political activity of officeholders must be strictly observed by all officers and employees of the Department of Agriculture.

186. Employees Prohibited from Visiting Indian Reservations.—Employees of the department are prohibited from visiting Indian reservations on official business unless the agents in charge of such reservations have received prior notice, through the Department of the Interior, of such intended visits.

187. Christian Names.—Christian names must be written in full on all recommendations for appointment, etc., oaths of office, personal statements, address cards, and other personal records of the department.

188. No Outside Interest in Investigations of the Department.—Officers or employees who are continuously on work of the department shall not be connected with or interested in any firm, company, or corporation whose scope of business includes the industry which the officer or employee is investigating for the department; and an officer or employee engaged upon the above-described work shall in no case allow his name, his work, or his connection with the department to be used in promoting or exploiting, or selling stock in any firm, company, or corporation whose scope of business includes any special industry which such officer or employee is investigating for the department.

189. Jury Service.—Officers and employees of the department can not be compelled to perform jury service in State or municipal courts if such service will interfere substantially with their official duties. In every case where an officer or employee is summoned for jury service in any such court, he should appear, and, if such service will interfere substantially with the performance of his duties, he should communicate with the court as soon as possible and respectfully inform the court of that fact and request to be excused. If the court declines to excuse him, the officer or employee should report the facts by wire to the chief of his bureau and take the matter up with the United States attorney for the district in which he is located. The chief of bureau will notify the Solicitor immediately,

in order that the Attorney General may be requested to instruct the United States attorney to render the officer or employee such legal assistance as may be necessary.

190. Appearance, Fees, and Expenses of Department Employees as Witnesses in Judicial Proceedings.—In order to secure uniformity of practice throughout the department, hereafter the following regulations will be observed:

Appearance.—No employee of this department shall produce department records or documents or testify, except on behalf of the United States, in any judicial proceeding, in respect to any matter relating to the work of the department or of which his knowledge is based directly or indirectly upon department records or upon his personal observation or service in the department, unless he is properly subpoenaed.

When properly subpoenaed in any judicial proceeding, each employee shall give prompt notice, either by letter or telegram, to the chief of the bureau, service, independent division, or office wherein he is employed, stating the names of the parties litigant, the time and place named in the subpoena, and, in addition, unless the proceeding originated in the department, the subject matter of the controversy and the nature of the testimony which it is expected will be required. Unless otherwise instructed, the employee will appear and testify. Whenever the production of the records or the giving of testimony will be contrary to the interests of the public service or will interfere substantially with the performance by the employee of his official duties, permission to testify shall be refused. In cases of doubt, upon application to him by any chief, the Solicitor shall give prompt advice as to whether an employee is properly subpoenaed or whether, if so subpoenaed, he can be compelled to testify.

Immediately upon return to duty, following appearance in a case not originating in the department, each employee

shall report to his chief the date and place of his appearance, names of the parties litigant, time spent in travel and attendance, expenses incurred and fees, if any, whether either has been paid, and, if so, by whom, and the nature of his testimony.

Witness fees.—No employee of the department who appears to produce department records or to testify in a judicial proceeding in which he is prohibited by these regulations from producing records or testifying unless properly subpoenaed shall accept any fee or compensation other than reimbursement of his travel and subsistence expenses unless authorized to do so in advance by his chief. No employee shall receive or be authorized to accept witness fees in any case unless he is required to take leave without pay for the time consumed in responding to the subpoena, and then only in an amount not exceeding the amount deducted from his salary on account of such leave without pay.

Whenever an employee properly subpoenaed appears in a judicial proceeding in accordance with these regulations, the chief of the branch of the department wherein he is employed shall inform him, if practicable, in advance whether he will be required to take leave; and, if so, whether the same shall be with or without pay for the time consumed in responding to the subpoena. In general, employees who appear as witnesses otherwise than in the interest of the Government of the United States shall be required to take leave. In case of doubt, upon application to him by any chief the Solicitor shall give prompt advice as to whether the law permits the appearance of the employee without taking leave.

Expense of travel and subsistence.—When any employee appears as a witness on behalf of the United States in any case originating in this department, his expenses for travel and subsistence will be paid in accordance with the Fiscal Regulations.

When any employee appears as a witness on behalf of the United States in any case not originating in this department, his account for travel and subsistence should be presented to the marshal or other officer of the court authorized to pay the expenses of witnesses.

When an employee appears in any judicial proceeding on behalf of any party other than the United States, he should arrange in advance with the party in whose interest he appears for his travel and subsistence expenses.

191. Copies of Department Records.—Unless the interests of the public service require otherwise, a copy of any record of the Department of Agriculture shall be furnished upon request.

If desired for use otherwise than on behalf of the United States, the copy of a record which has not been published for the information of the public shall not be furnished unless the person requesting the same state in writing the purpose for which it is to be used or unless a rule of court be obtained. Whenever there is doubt whether circumstances or conditions make it necessary for the department, in the interest of the public service, to decline to furnish the copy, upon application to him, the Solicitor shall advise the chief of the branch of the department having custody of the record, and when there is no doubt, such chief shall cause a correct copy to be prepared and send it to the Office of the Secretary for authentication.

When a request is received for an authenticated copy of a record of the department which has been published for the information of the public, such as a climatological, meteorological, or similar record of the Weather Bureau, the chief of the branch of the department having custody thereof shall cause a correct copy to be prepared and send it to the Office of the Secretary for authentication.

Whenever application is made to any employee of the department to produce a department record in any judicial proceeding, or to testify to any fact included therein, the employee shall advise the applicant how he may obtain

an authenticated copy and direct attention to section 882 of the Revised Statutes, which is as follows:

Copies of any books, records, papers, or documents in any of the executive departments, authenticated under the seals of such departments, respectively, shall be admitted in evidence equally with the originals thereof.

192. Contributions.—No officer, clerk, or employee in the Department of Agriculture shall at any time solicit contributions from other officers, clerks, or employees in the Government service for a gift or present to those in a superior official position; nor shall any such officials or clerical superiors receive any gift or present offered or presented to them as a contribution from persons in Government employ receiving a less salary than themselves; nor shall any officer or clerk make any donation as a gift or present to any official superior. Every person who violates this regulation shall be summarily discharged.

193. Return of Books and Periodicals to Library.—Employees of the department, before leaving the city for a period of more than two weeks, must either return all books and periodicals in their possession belonging to or borrowed through the library or have them charged to another employee in the same office who will be responsible for them. During absences for shorter periods, employees having books charged to them must place them in care of some one who will be able to return the books to the library if they are needed. In no case should books be left at home or in locked desks at the department.

The Librarian will report to the chief of the bureau the name of any official or employee of his bureau who fails to return or to account in a satisfactory manner for books withdrawn from the library; and upon receipt of such notice the chief of bureau will withhold the pay of such officer or employee and report the matter to the Secretary.

194. Waste Paper and Useless Documents.—Whenever it is necessary to dispose of documents, papers, etc., heads of bureaus, divisions, and offices will secure from the chief clerk of the department a special order instruct-

ing the Chief of the Supply Division to attend to the prompt destruction or other disposal of such papers.

195. Installation of Laboratories and Construction Work.—The installation of all laboratories, construction of partitions, etc., in the buildings owned or rented by the department will be made under the supervision of the chief clerk and custodian of buildings. He shall also be consulted in advance should necessity arise for any changes in said buildings, and no work shall be started until complete details and plans of same have been prepared and approved by the custodian of buildings.

196. Analyses for Private Parties.—Inasmuch as no specific appropriations have been made for the purpose, the department will be unable to make analyses of waters, soils, fertilizers, foods, drugs, insecticides, and other miscellaneous products for private parties.

197. Moving Pictures.—When the chief of any bureau believes that moving pictures showing the activities of the bureau would be instructive and useful to the public, he should submit a project or scenario of the proposed picture to the committee on moving pictures for consideration. If the making of such pictures is recommended by the committee and approved by the Assistant Secretary the work will be taken up by the section of illustrations in the Division of Publications. The expense for material and travel will be borne by the bureau for which the pictures are made, and where funds permit each bureau should supply enough positive film to print an extra copy for the department collection, this film to be kept in the section of illustrations for exhibition purposes at the department.

198. Canvassing, Peddling, and Soliciting Prohibited.—Canvassing, peddling, selling tickets, or soliciting contributions for any purpose whatever, except to be used in decorating the graves of soldiers and sailors, are prohibited in all buildings of the Department of Agriculture.

